

***my*netball**

A NEW ONLINE SYSTEM FOR NETBALL

MyNetball Website Handbook



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Overview:

The MyNetball Website Module (also known as SportzVault) is a powerful, user friendly tool that can build an attractive and functional web presence for your Region, Association or Club. Together with the other modules in MyNetball, it provides the complete online needs for your club or association.

Your website can include both static and dynamic menu items as well as integration of your Facebook, Youtube and Twitter accounts.

Your MyNetball Website will also be optimised for those accessing it from mobile and tablet devices allowing for easy on the go access and maximum utilisation.

Customisation

Your site can be customised in many ways, such as hiding or displaying the left/right bars, controlling the name and visibility of built in menu items, displaying of your logos and pictures, and changing the colour scheme of the entire site.

The next page in this manual has an example as to what your site could look like:

The website layout includes the following sections:

- Header:** netball QUEENSLAND logo.
- Menu Bar:** Home, Season 2013, News, Events, Our Club, Contact Us.
- Swisse Logo:** Large red and black logo on the left.
- Southern Saints netball club Logo:** Red and black logo on the right.
- Latest News:**
 - Swisse Southern Saints Presentation Night:** Friday 2nd August, 7:30pm - 10:00pm, The Glass House, 1 Station Street, Caulfield. Tickets \$20 per person.
 - Swisse Southern Saints Presentation:** Swisse Southern Saints celebrate the 2013 V first season in the Waverley Netball Competition Angels Development.
- News Feed Scroller:** 2014 Swisse Southern Saints Trials. It's AGM time at the Swisse Southern Saints! Swisse Southern Saints Presentation Night.
- Sponsor Adverts:** Swisse logo.
- Social Media Integration:**
 - FACEBOOK:** Find us on Facebook. Swisse Saints. One more sleep until the Swisse Southern Saints Presentation Night. The Glasshouse at Caulfield Racecourse, starts at 7:30pm. Tickets available at the door \$20. ...See you there!
 - Youtube:** Devine VNL. Video thumbnail showing players.
- Competition Statistics:**

Team	D	L	%	Pts
Peninsula Waves	1	2	136.0825	62
City West Falcons	13	2	121.9886	66
VU Western Lightning	12	0	116.0069	48
Monash University Central	10	0	115.6962	40
Boroondara Genesis	10	0	112.5819	40
Swisse Southern Saints	10	0	110.9643	40
DC North East Blaze	9	0	110.5897	36
Yarra Valley Grammar Ariels	7	0	92.5884	28
- Sponsor Adverts (Right Side):**
 - miglas HIGH PERFORMANCE WINDOWS
 - MENTONE GRAMMAR
 - Superior Waste
 - PHYSiosports BRIGHTON

This is an example of a website layout. You will be able to move certain sections around to meet your needs.

System Administration Tasks:

Before you begin developing and managing your website you'll need to ensure the following administrative tasks are completed.

Prerequisite: to receive your log in details, you will first need to fill out the MyNetball user agreement and send to Netball Queensland. This form is available on the Netball Queensland website under the 'For Associations' > 'MyNetball' tabs. Once completed and processed, you will be sent an automated email with your login details.

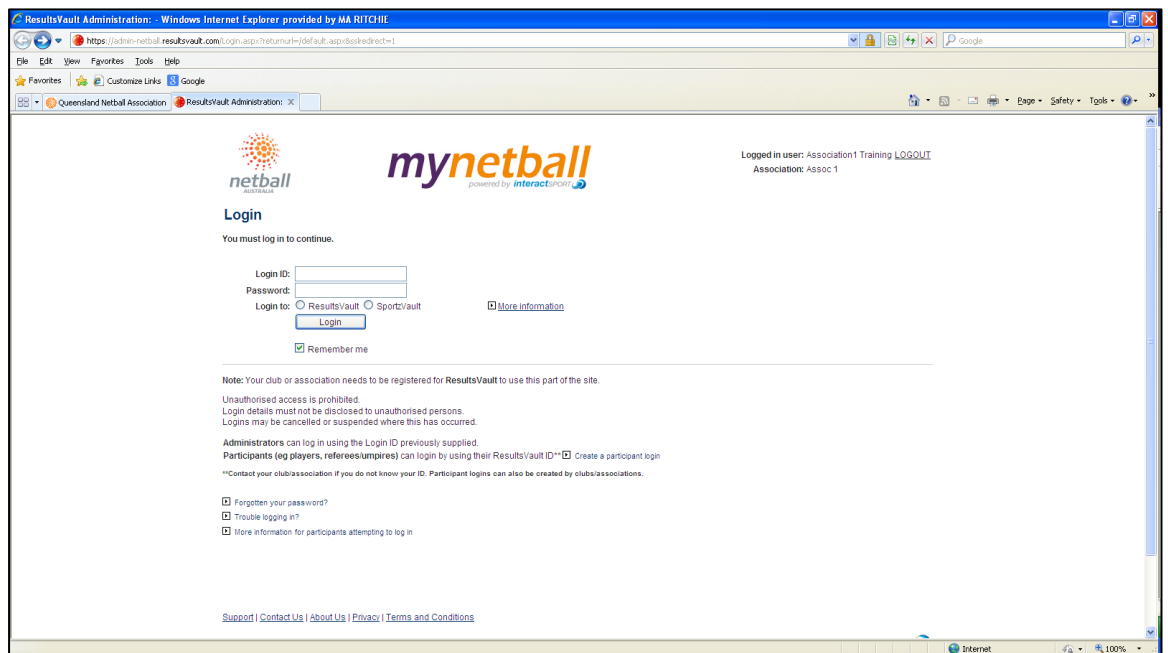
First Time Login

The first time you login the system will prompt you to:

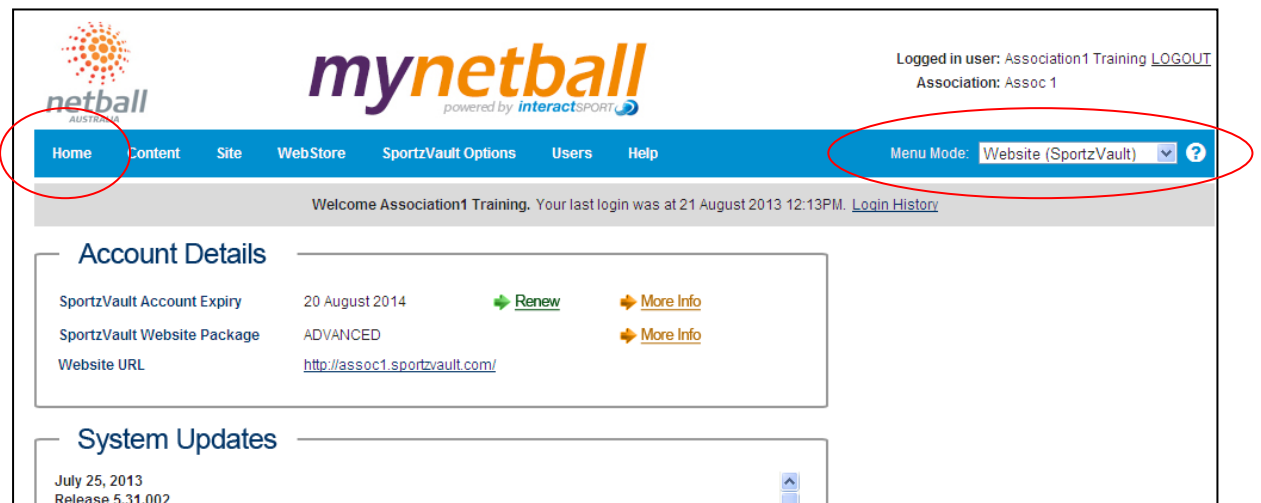
Read and accept the MyNetball Terms and Conditions of Use

- Access the *MyNetball Log In* page

<https://admin-netball.resultsvault.com/>



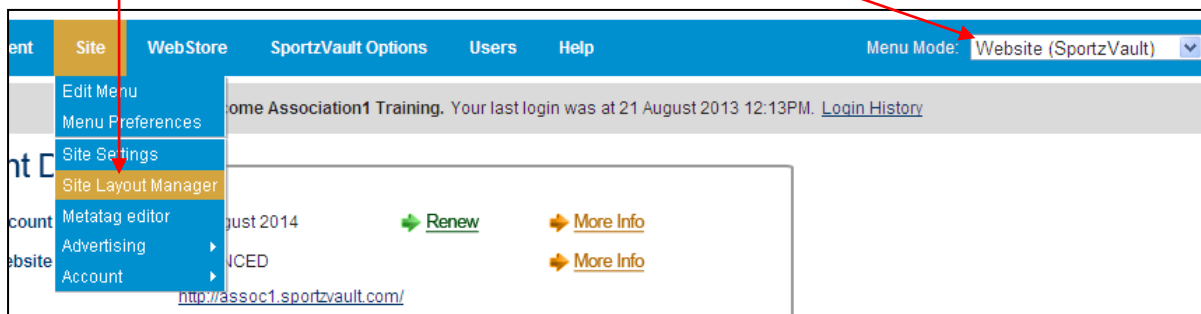
When you have logged into the system, you will be taken to this page:



This is the Website Module home page. If you click on '**Home**' at any time while in the **Website (Sportzvault)** menu mode, you will be taken to this page.

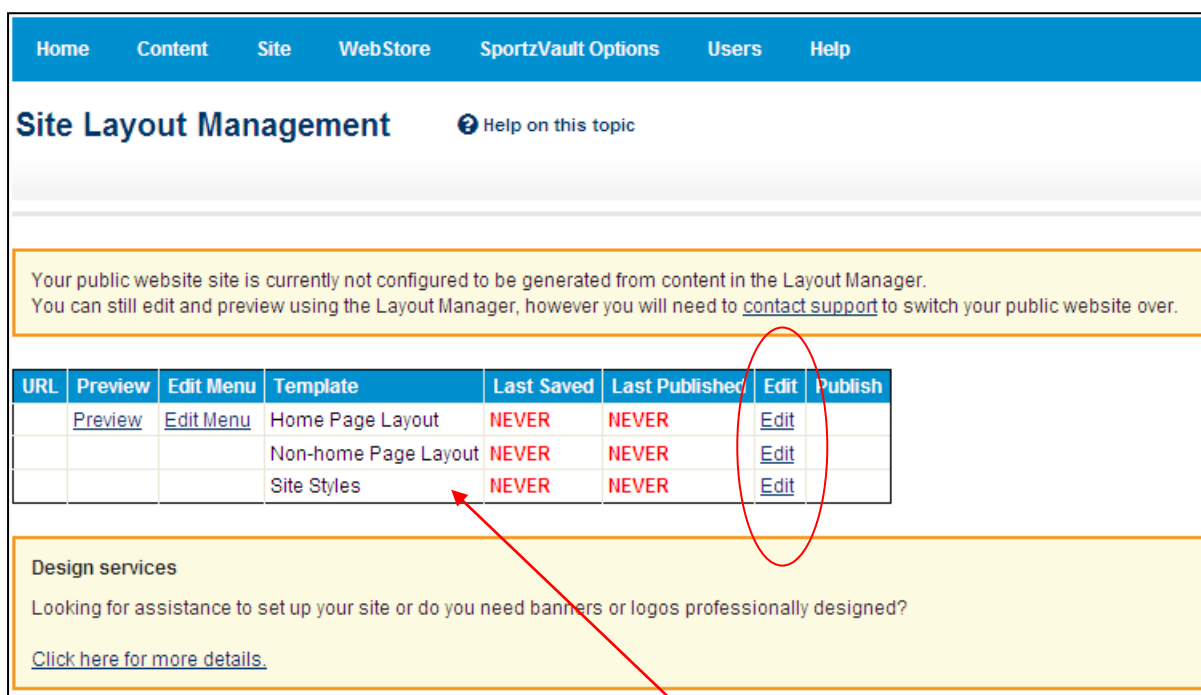
Setting up the Layout

To set up the layout of your website, you will need to access the '**Site Layout Manager**'. To do this you will firstly need to ensure that you are in the '**Website**' menu mode then click on '**Site Layout Manager**' (see below).



The '**Site Layout Manager**' makes it easy to create great looking websites using a graphical user interface. A variety of widgets can be added and moved around, and the site can styled with different colours, backgrounds and fonts.

When you have clicked on '**Site Layout Manager**', you will be taken to the following page:



Site Layout Management [Help on this topic](#)

Your public website site is currently not configured to be generated from content in the Layout Manager. You can still edit and preview using the Layout Manager, however you will need to [contact support](#) to switch your public website over.

URL	Preview	Edit Menu	Template	Last Saved	Last Published	Edit	Publish
	Preview	Edit Menu	Home Page Layout	NEVER	NEVER	Edit	
			Non-home Page Layout	NEVER	NEVER	Edit	
			Site Styles	NEVER	NEVER	Edit	

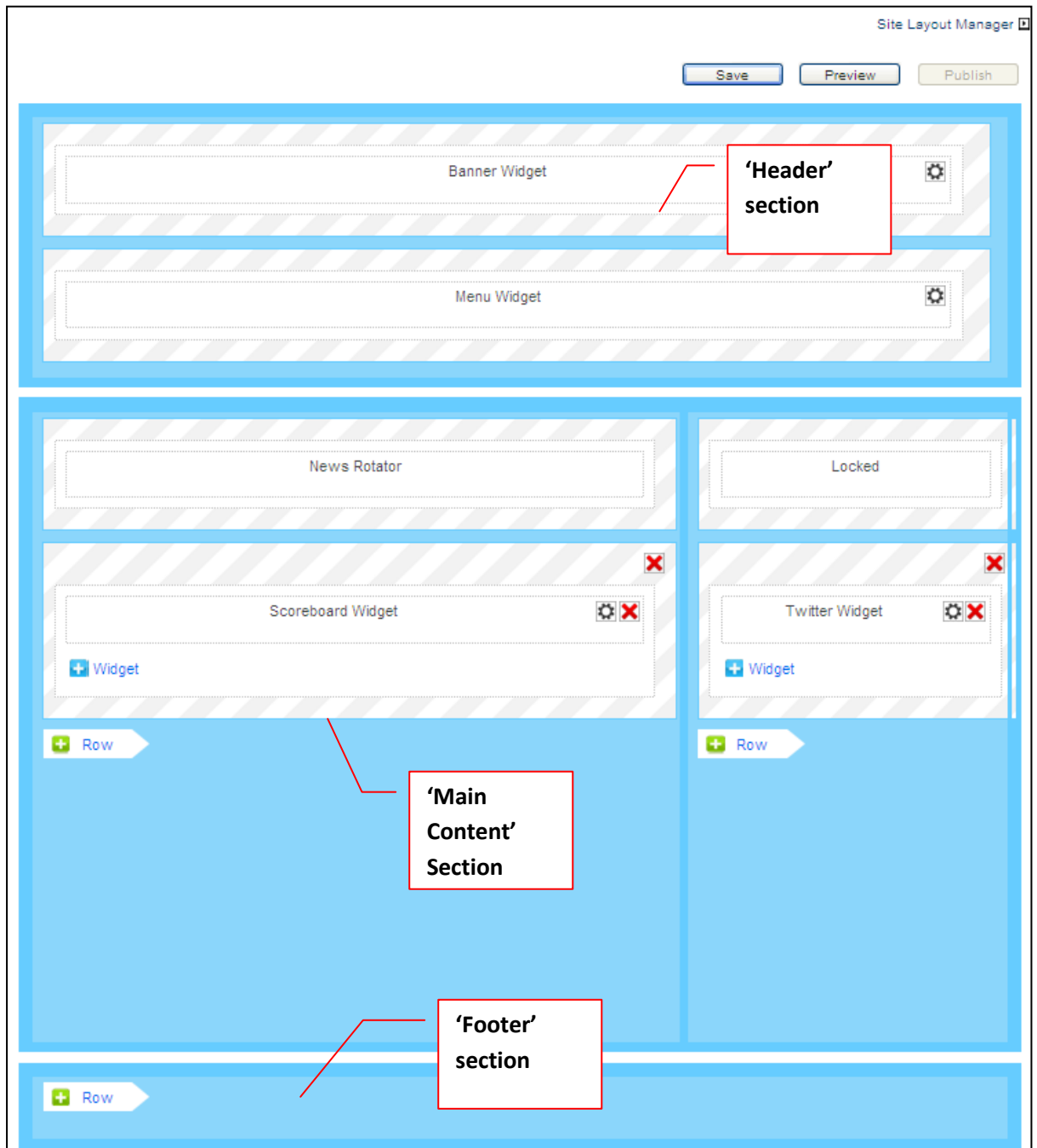
Design services
Looking for assistance to set up your site or do you need banners or logos professionally designed?
[Click here for more details.](#)

As you can see from the above screen shot, there are three parts that make up a site layout:

1. **Home Page Layout Template** – controls the home page layout
2. **Non Home Page Layout Template** – controls page layout other than homepage. You will need to set these up separately
3. **Styles Manager** – controls colours, font style and sizing as well as other design areas.

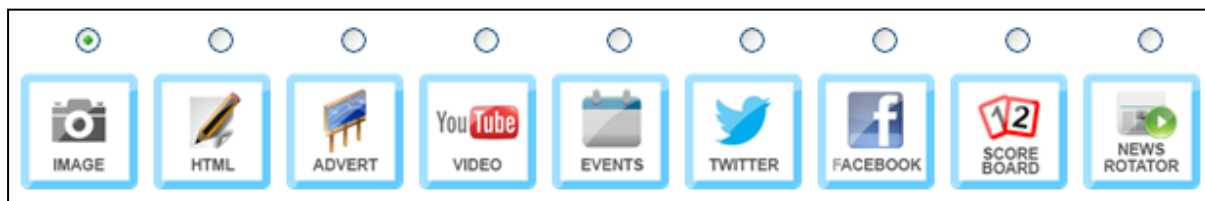
To make changes to any of the above three templates, you will need to click on '**Edit**'

When you click on **'Edit'** on the **'Home Page Layout'** row, you will be taken to the following page:



The Home Page Layout Manager is broken up into three sections, the header, main content section and footer. The **'Main Content'** section is made up of two column areas. Each template is made up of **'widgets'** and **'rows'**.

A '**Widget**' is something to add to the layout to display items or information (see below)

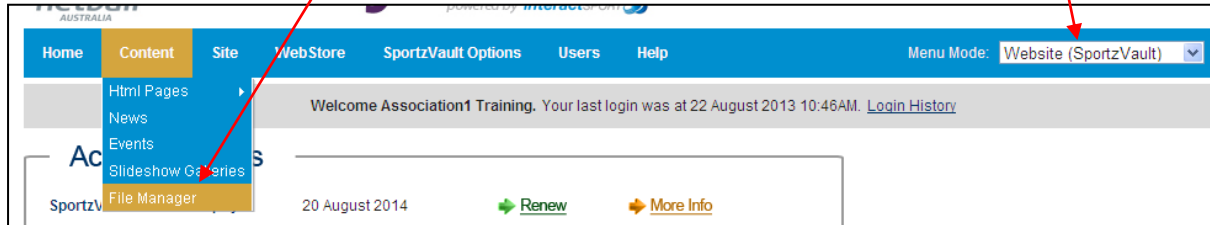


Types of Widgets:

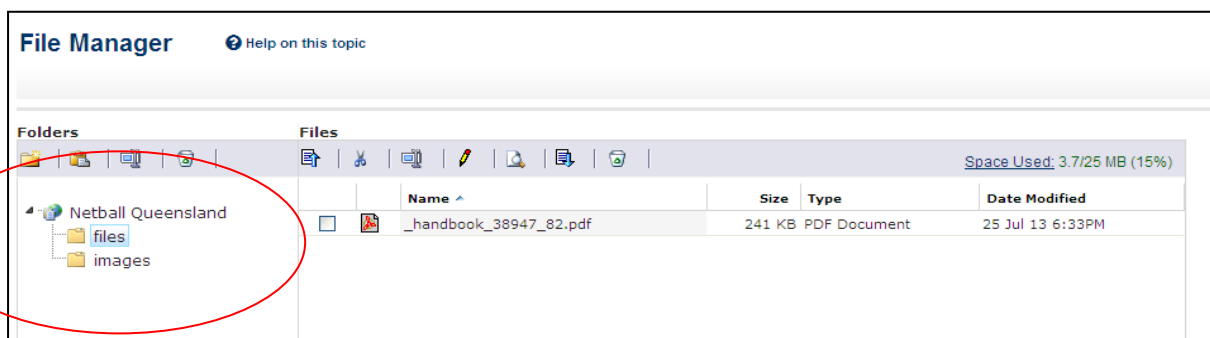
Banner	Inserts an image that displays as the banner of the website
Menu	Standard and additional menu items (recommended limit 10-12)
Image	Inserts an image
HTML	Adds page information
Advert	Inserts an advert
YouTube Video	Inserts a YouTube video
Events	Displays event information from the event manager
Twitter	Inserts Twitter feeds
Facebook	Inserts Facebook feeds
Score Board	Add in match and ladder data
News Rotator	Displays news items in a rotating setting

Uploading Files and Images

To upload a file or image into MyNetball, you must first ensure that you are in the **'Website'** menu mode, then click on **'File Manager'** under the **'Content'** menu tab.



When you have clicked on **'File Manager'**, you will be taken to the following page:



From here, you will need to upload all files and images you wish to use in these folders. To do this, select **'Files'** or **'Images'** depending on what you're uploading.

Select 

In the pop up window, choose whether to replace existing files with the same name by ticking the box.

Upload files

Click the *Select Files* button, and choose one or more files to upload (each file can be up to 5MB).

Select Files

☒ Replace files that already exist when uploading

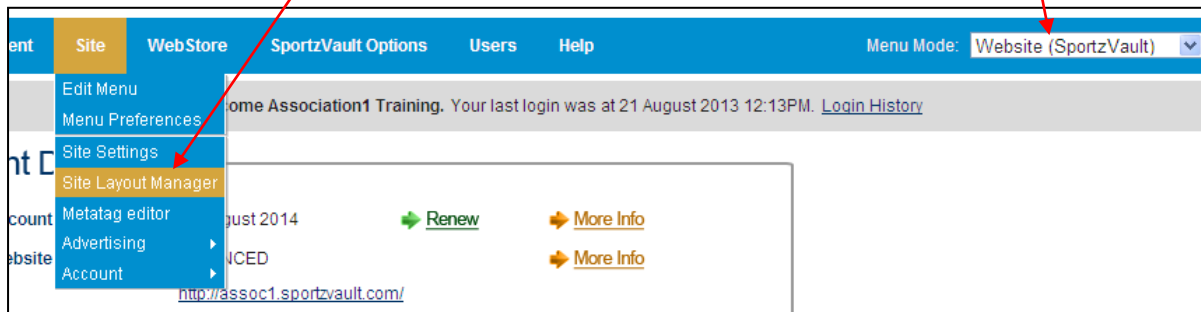
Status

Click **'Browse'** or **'Select Files'** and select a file/image and click **'Upload'** or **'Open'** (options depend on your browser).

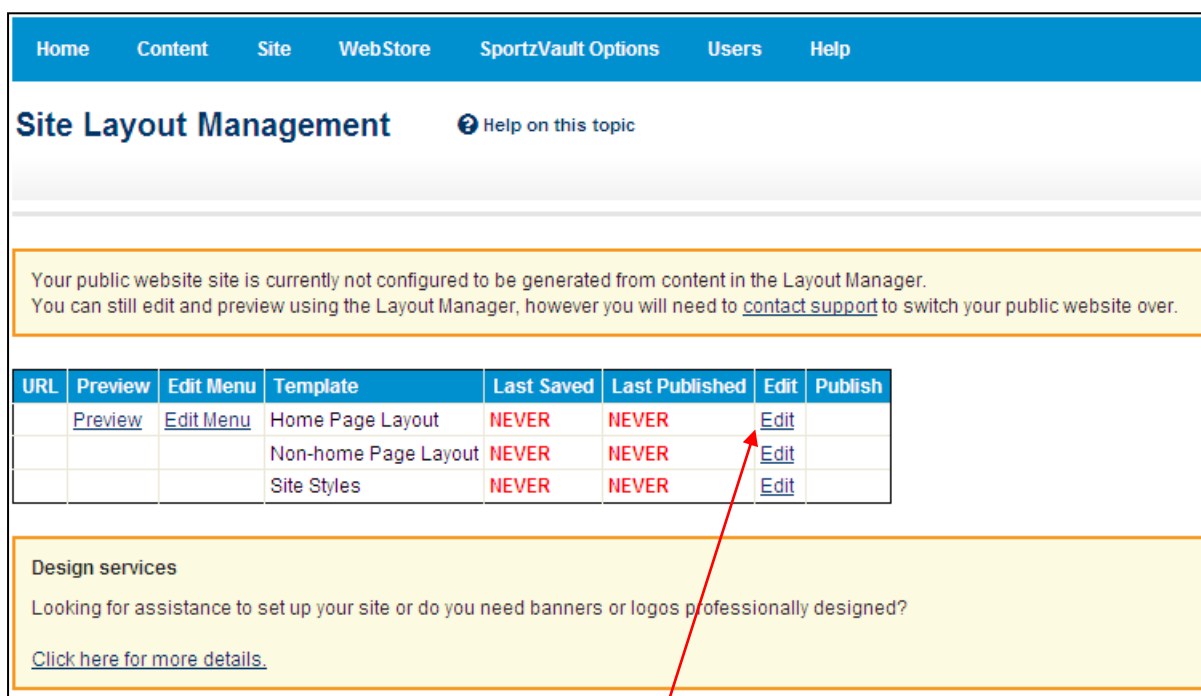
Repeat these steps for each item that you wish to upload.

Changing the Banner

To change the banner on your website, you must first ensure that you are in the **'Website'** menu mode, then click on **'Site Layout Manager'**.

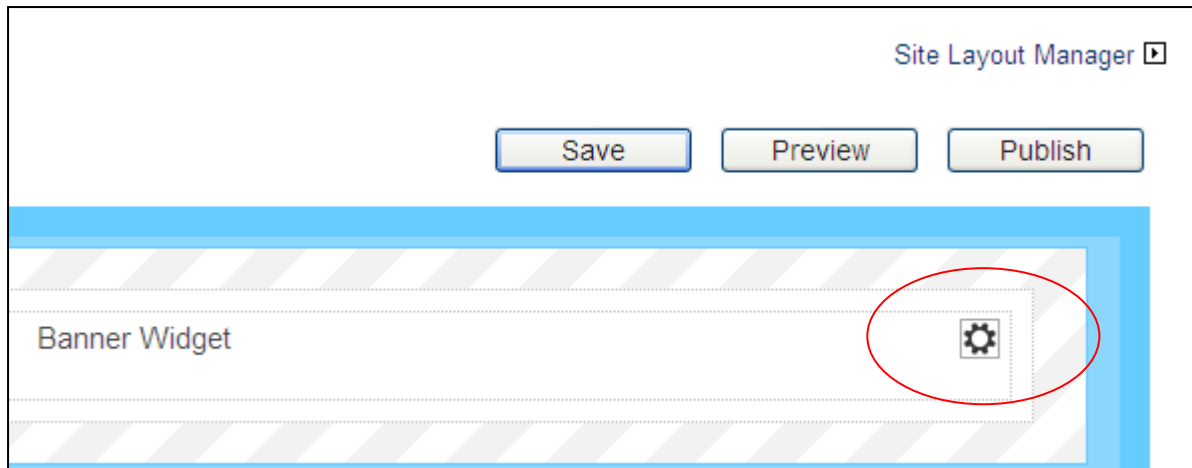


When you have clicked on **'Site Layout Manager'**, you will be taken to the following page:

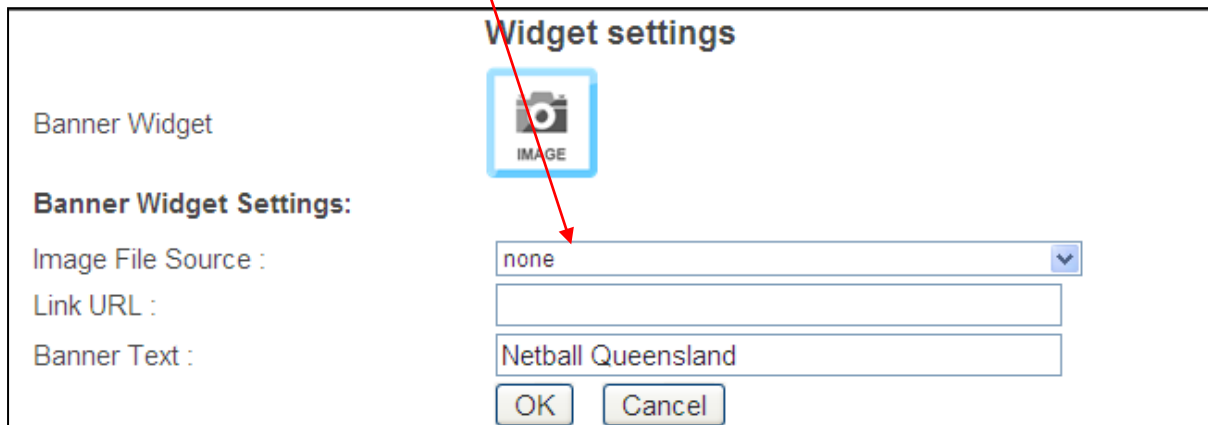


Next to **'Home Page Layout'** row under Edit, click on **'Edit'**


In the banner widget select the cog symbol (right hand side, see below)



Choose the image from 'Image File Source' drop down menu



The screenshot shows the 'Widget settings' dialog box for the 'Banner Widget'. It features a camera icon labeled 'IMAGE' with a red arrow pointing to the 'Image File Source' dropdown menu. The settings are as follows:

Widget settings	
Banner Widget	 IMAGE
Banner Widget Settings:	
Image File Source :	none ▼
Link URL :	<input type="text"/>
Banner Text :	Netball Queensland
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Add a link URL if applicable

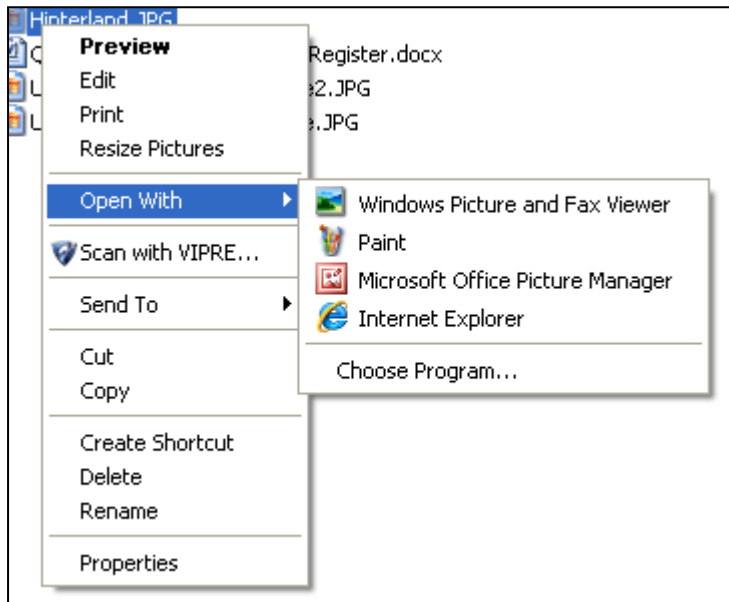
Add text if applicable

Click OK

Resizing an Image

There are numerous ways to resize an image and searching Google can give you some ideas. Using Paint is a quick method to do this.

In your documents right click the image, go to '**Open With**' and select Microsoft Office or Windows Picture and Fax Viewer.

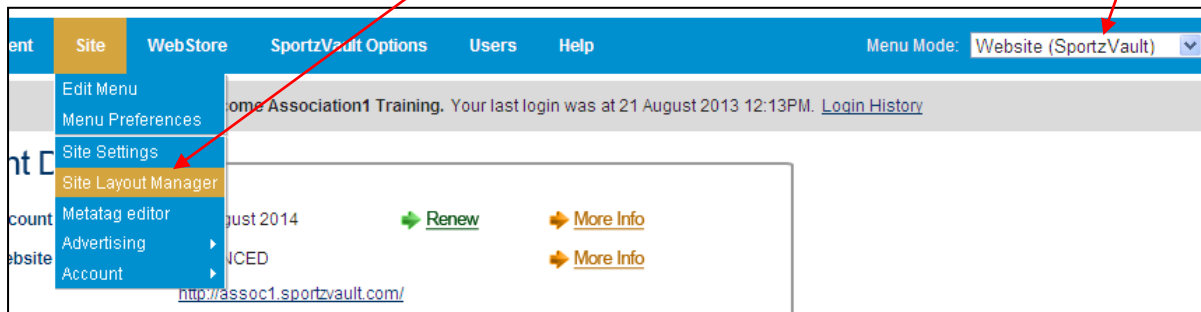


Locate the Edit/Resize option, add in your dimensions and save. .

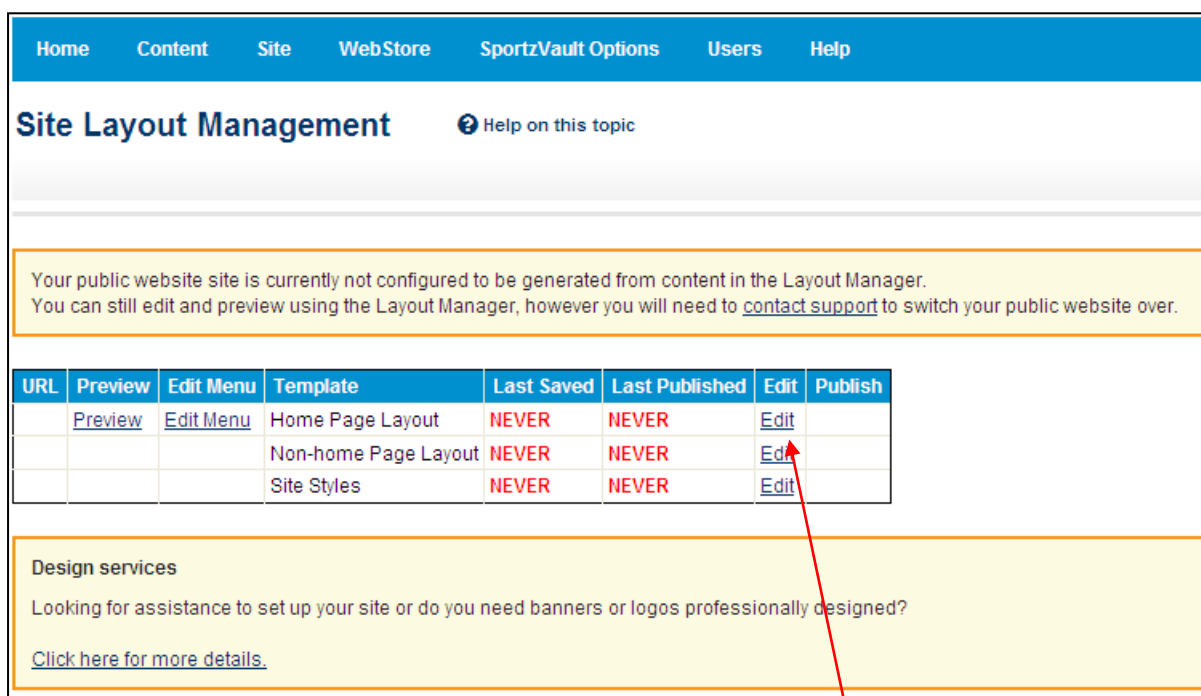
****The banner image needs to be 1000 x 150**

Changing Homepage Layout

To change the Homepage layout on your website, you must first ensure that you are in the **'Website'** menu mode, then click on **'Site Layout Manager'**.

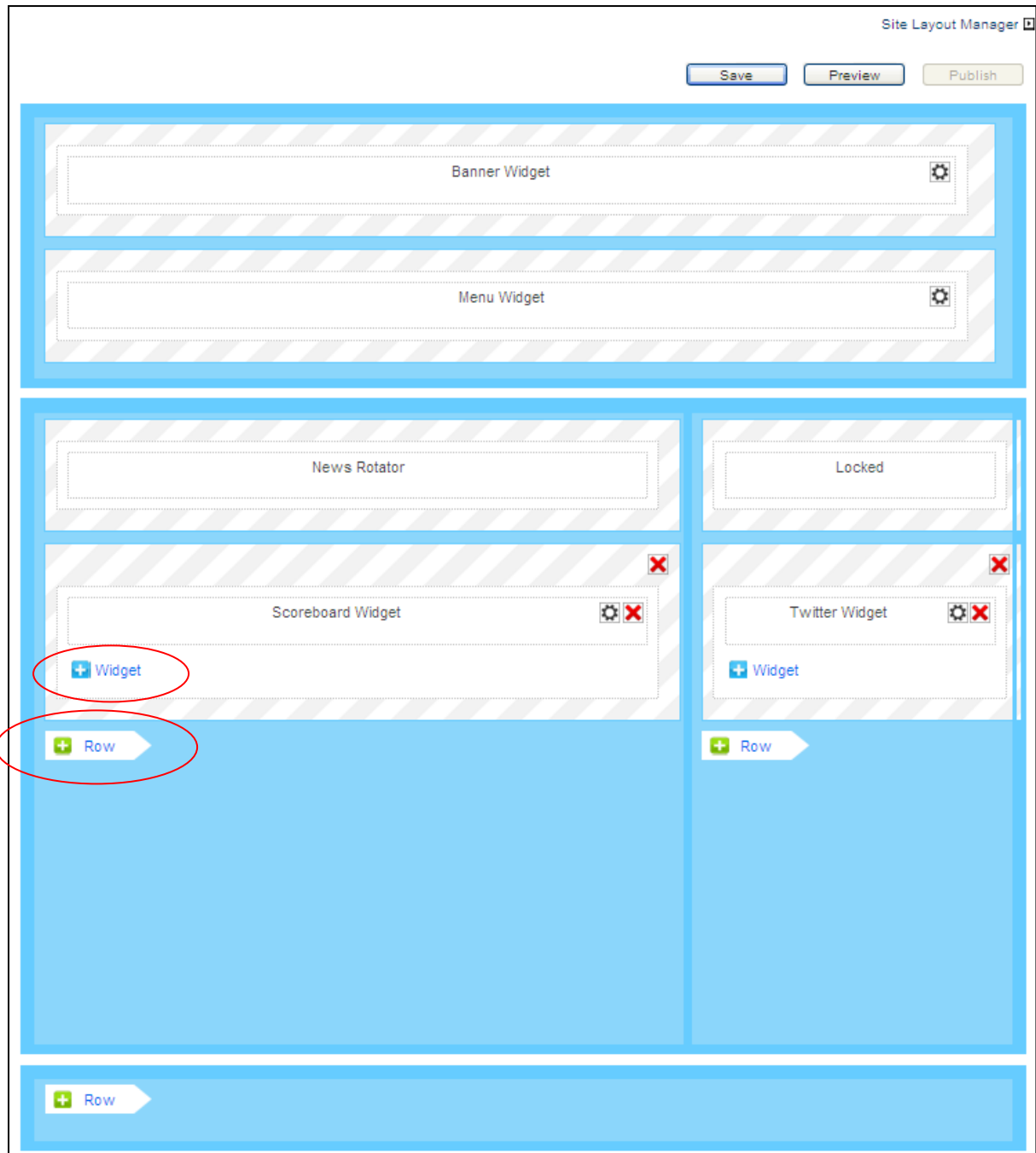


When you have clicked on **'Site Layout Manager'**, you will be taken to the following page:



Next to the **'Home Page Layout'** row under the Edit Column, click on **'Edit'**

Clicking **'Edit'** will take you to the following page:



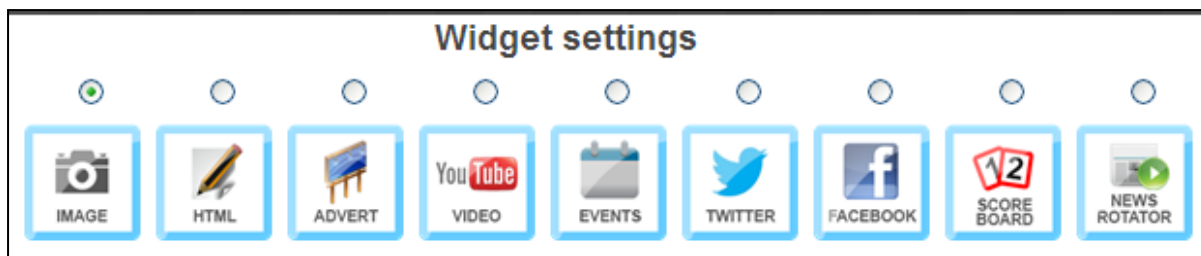
**The Banner, Menu Widget and News Rotator sections are locked and therefore cannot be moved.

To add other sections click '+ Row' to add a row in

To move individual rows click on the area and drag it to where you want to place it

Once you have placed your rows where you would like them, click on '+ Widget' to add an item

A pop up window will appear giving you the options below:

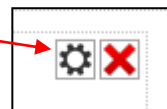


To edit any widgets click the cog symbol to select a destination/link

'Save' when you make changes

Please note that changes can be viewed before making them live by selecting

'Preview'

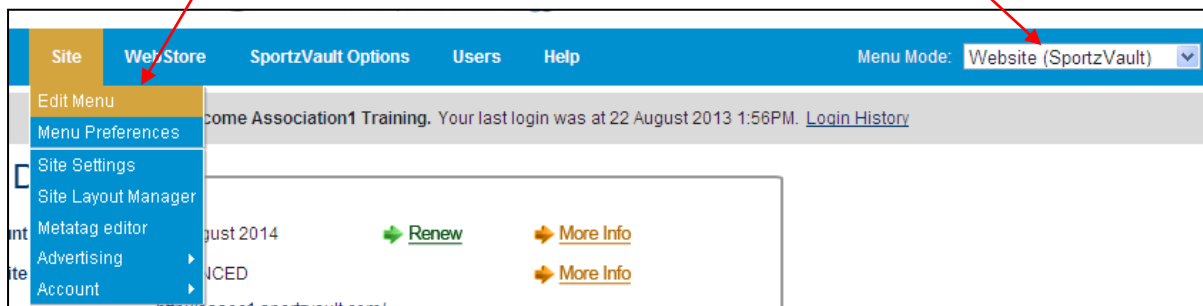


When you're happy with the changes select **'Publish'** to make them public

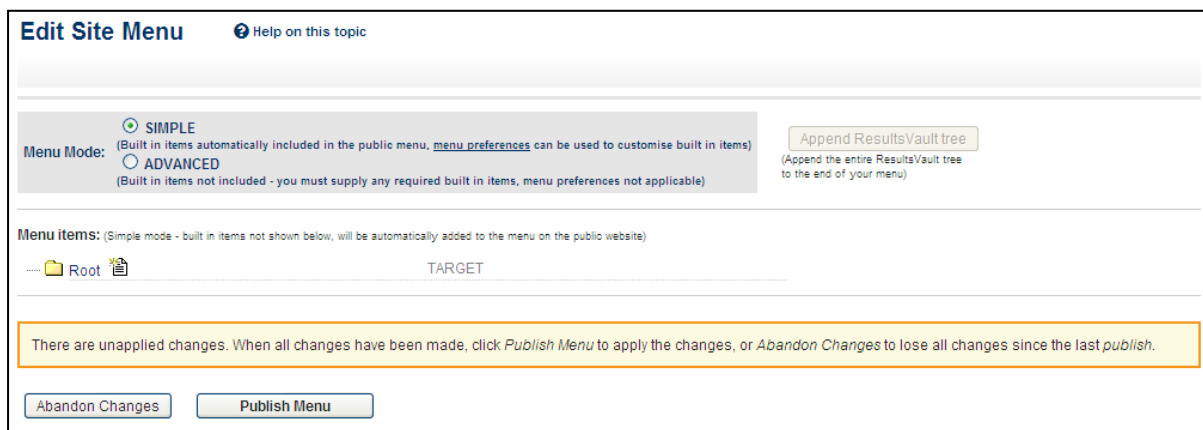
To delete click **X** in the relevant row or section.

Changing Menu Items

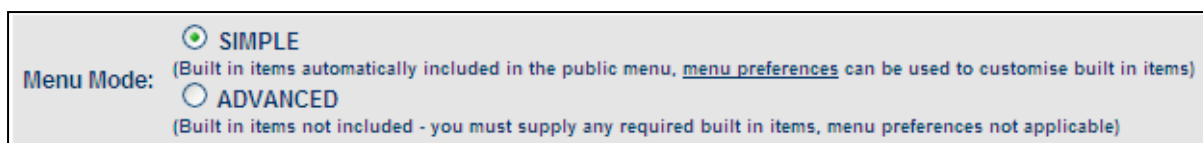
To change your menu items, you must first ensure that you are in the **'Website'** menu mode then click on **'Edit Menu'** under the **'Site'** tab



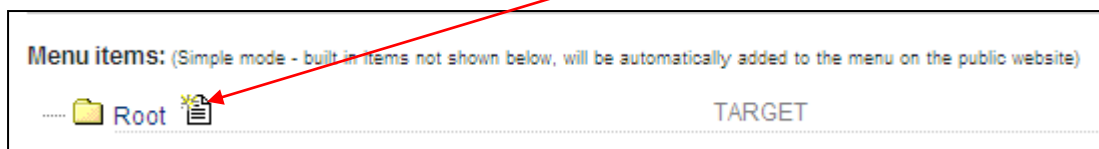
When you have clicked on **'Edit Menu'**, you will be taken to the following page:



In the menu mode box, choose whether you want the **'SIMPLE'** (keeps certain items and gives the option to add your own) or **'ADVANCED'** (can create a full menu) mode.



Under the **'Menu Items'** section, click on the **'Create Child'** icon:



When you click on the **'Create Child'** icon (see above) you will be taken to the following page:

Menu items: (Simple mode - built in items not shown below, will be automatically added to the menu on the public website)

	TARGET
<div> <div>Root</div> <div> <div>Title:</div> <div>New Child</div> </div> <div> <div>Item Target:</div> <div>Target Type</div> <div>None</div> <div>Directory</div> <div>Delete Item</div> </div> </div>	<div> <div>None</div> <div>None</div> <div>Html Page</div> <div>Slideshow Gallery</div> <div>File</div> <div>External</div> <div>Built In</div> <div>Separator</div> </div> <div> <div>Cancel</div> <div>Update</div> </div>

There are unapplied changes. When all changes are made, click *Publish Menu* to apply the changes

To add as a new menu item select '**Target Type**' as '**Built In**' (You can also link to any of the other options)

Depending on the choice you make, it'll open up different options in the '**Directory**' and '**Select Page**' options.

Click '**Update**'

Repeat these steps to build your menu items and pages

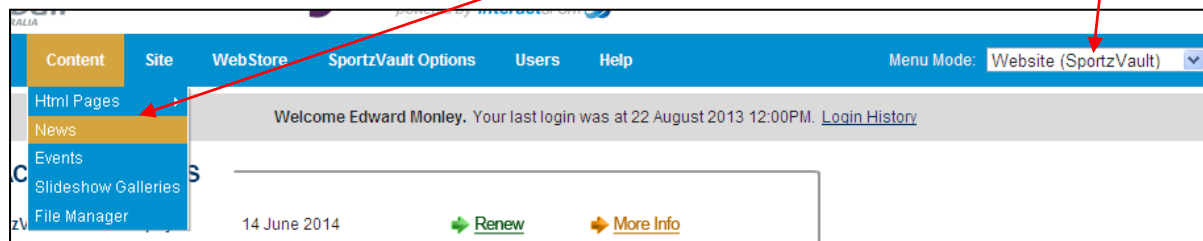
Menu items: (Simple mode - built in items not shown below, will be automatically added to the menu on the public website)

	TARGET
Root	
NQ Clothing Online	No target
Our Sponsors	No target
FAQ	No target

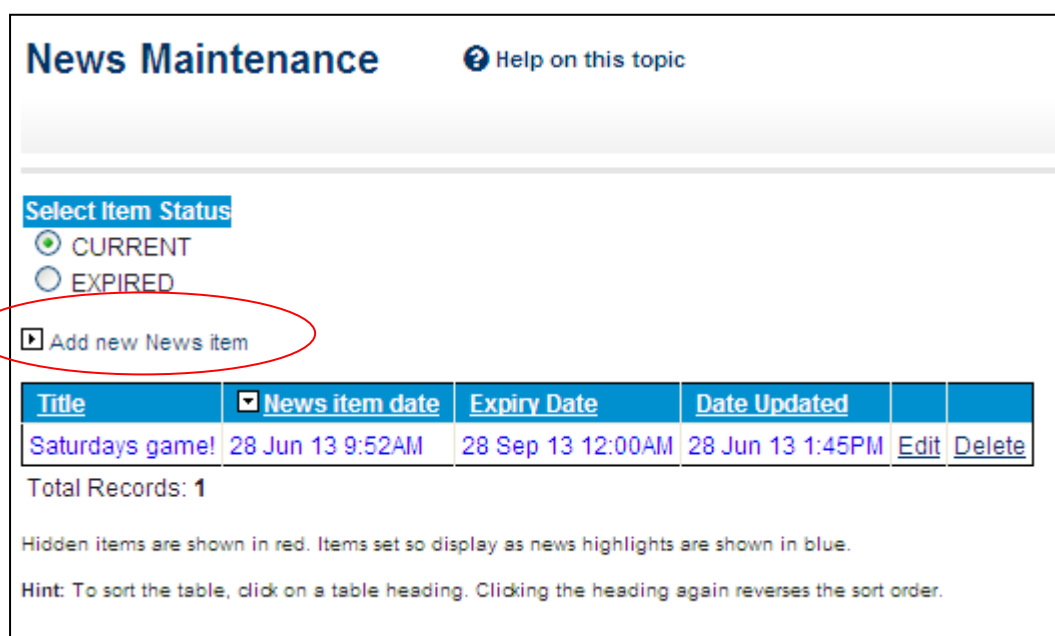
You can create **sub menu** items (e.g. drop down menus) by selecting the '**Create Child**' icon on the '**Root**' menus you have just created.

Adding News Items

To add a news article to your website, you must first ensure that you are logged into the **'Website'** menu mode. You will then have to click on **'News'** under the **'Content'** menu heading.



When you click on **'News'**, you will be taken to the following page:



When you have navigated to this page, you will need to click on **'Add new News Item'**, this will take you to the following page:


































Edit News Item





















[Help on this topic](#)










[Back to News Maintenance](#)

Item Title	<input type="text"/>
News item Date/Time	<div> <div>22/08/2013</div> <div></div> </div> <div> Time: <div>16</div> <div>22</div> </div> <div> <input type="checkbox"/> Automatically update date to current date time when saved </div>
Item Expiry	<div> <div>22/11/2013</div> <div></div> </div> <div> Time: <div>00</div> <div>00</div> <div>Clear</div> </div>
Hide item	<input type="checkbox"/>
Show in news rotator (if enabled)	<input type="checkbox"/>
Show author's name underneath item (detail view only)	<input checked="" type="checkbox"/>
Floating Image	<div> Directory <div>Select...</div> </div> <div> Filename <div></div> <div>Clear</div> </div> <div> Caption <div></div> </div> <div> <input checked="" type="radio"/> Align Left <input type="radio"/> Align Right <input type="radio"/> Align Center Width <div></div> Height <div></div> <div>Get original dimensions</div> </div>

[Current Editor: Version 3. Click to change the editor.](#)

Source


































Format
Font
Size










Add a **title**

Add a **date** and **expiry** date

Tick '**Show in News Rotator**' to show on the front page rotator

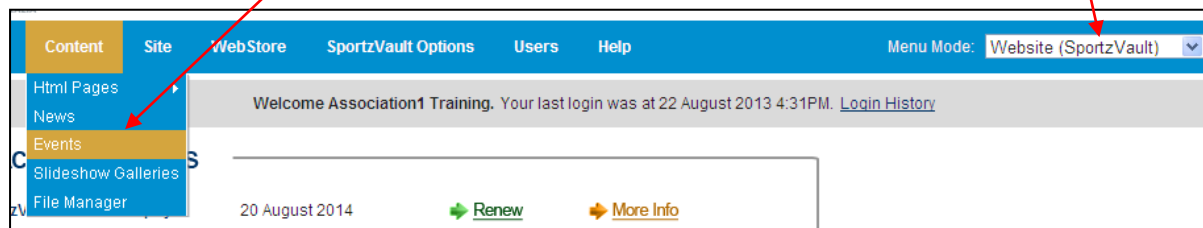
To add an image in the '**Floating image**' section search the directory and filename and add a caption (optional)

Add the news **content**

Select '**Validate**' if you are formatting through HTML, or '**Update**'

Adding Events

To add an event to your website calendar, you must first ensure that you are in the **Website** menu mode, then click on **'Events'** under the **'Content'** menu tab.



When you have clicked on **'Events'**, you will be taken to the following page:

Event Maintenance

[Help on this topic](#)

Select Item Status

☒ CURRENT
☐ EXPIRED

[Add new Event](#)

Title	<input checked="" type="checkbox"/> Event Date	Expiry Date	Date Updated		
Grand Finals	24 Aug 13 12:00AM		21 Aug 13 2:21PM	Edit	Delete
Harry potter movie marathon	27 Jul 13 12:00AM	26 Oct 13 12:00AM	26 Jul 13 2:45PM	Edit	Delete

Total Records: 2

Hidden items are shown in red. Items set to display as news highlights are shown in blue.

Hint: To sort the table, click on a table heading. Clicking the heading again reverses the sort order.

List all your upcoming events here. This will then filter through to the events widget

Click **'Add new Event'**, this will take you to the following page:

Edit Event Item

[Help on this topic](#)

☐ Back to Events Maintenance

Item Title	<input type="text"/>		
Date/Time of event	<input type="text" value="23/08/2013"/> <input type="button" value="Calendar"/>	Time:	<input type="text" value="00"/> : <input type="text" value="00"/>
Item Expiry	<input type="text" value="22/11/2013"/> <input type="button" value="Calendar"/>	Time:	<input type="text" value="00"/> : <input type="text" value="00"/> <input type="button" value="Clear"/>
Hide item	<input type="checkbox"/>		
Show in news rotator (if enabled)	<input type="checkbox"/>		
Show author's name underneath item (detail view only)	<input checked="" type="checkbox"/>		
Floating Image	Directory	<input type="text" value="Select..."/>	
	Filename	<input type="text"/> <input type="button" value="Clear"/>	
	Caption	<input type="text"/>	
	<input checked="" type="radio"/> Align Left <input type="radio"/> Align Right <input type="radio"/> Align Center Width <input type="text"/> Height <input type="text"/> <input type="button" value="Get original dimensions"/>		

[Current Editor: Version 3. Click to change the editor.](#)

Source

Format

Font

Size

Add the **date** and **expiry** date

Click '**Show in News Rotator**' if you want it to be part of the news section

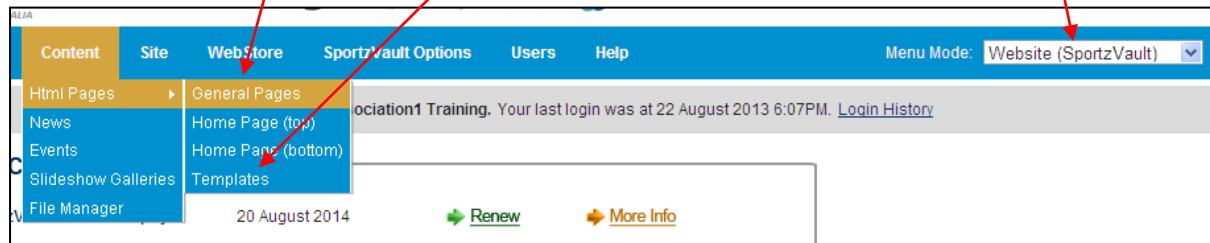
Add an image in the '**Floating Image**' section

Add the **content** if applicable

Validate if applicable and '**Update**' to confirm

Adding Extra Pages

To add an extra page to your website, you must first ensure that you are in the **Website** menu mode, then click on either '**General Pages**' or '**Templates**' under the '**Content**' menu tab.

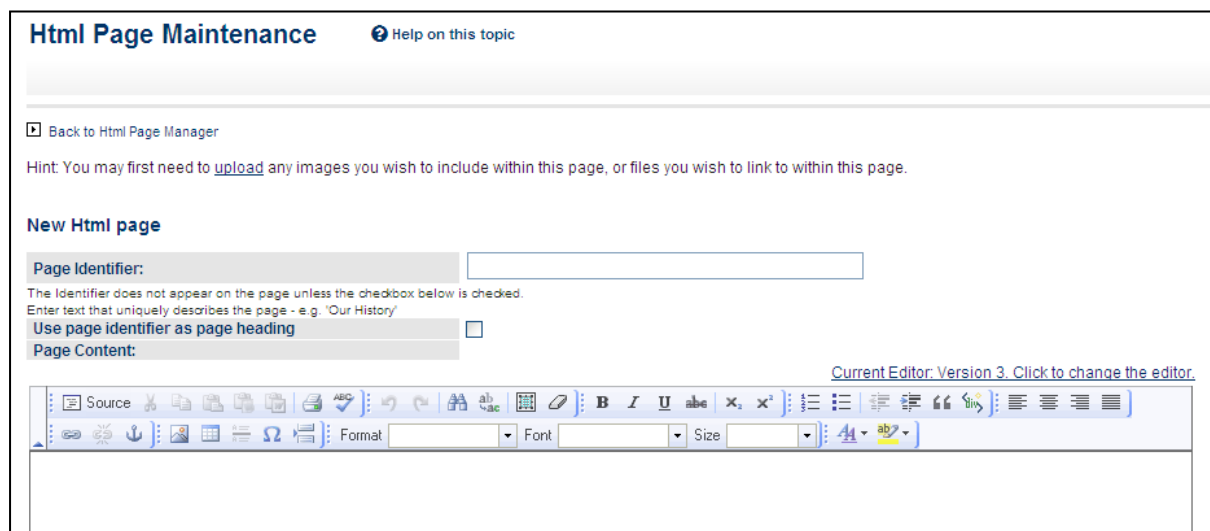


When you have clicked on '**General Pages**' you will be taken to the following page:



Click **GO** next to **Add New Page...** Blank Page OR '**Add New Template**' if in templates menu

Clicking **GO**, will take you to the following page:

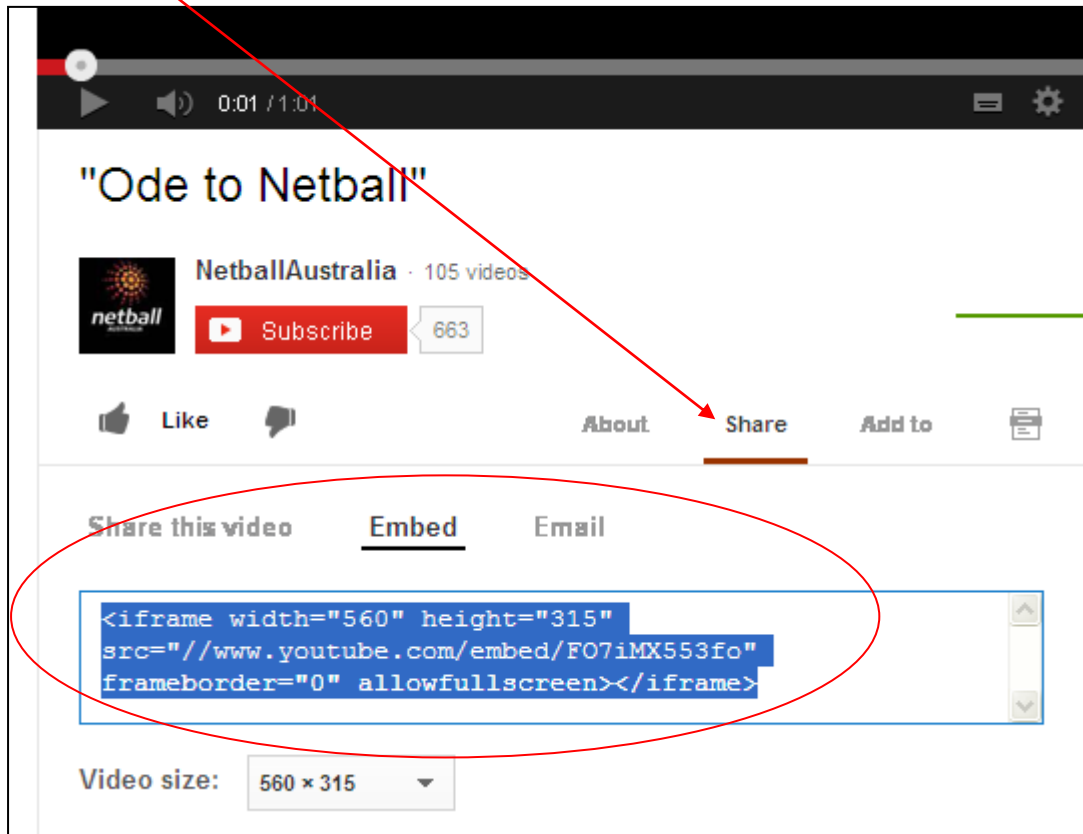


In '**Page Identifier**' add the page name

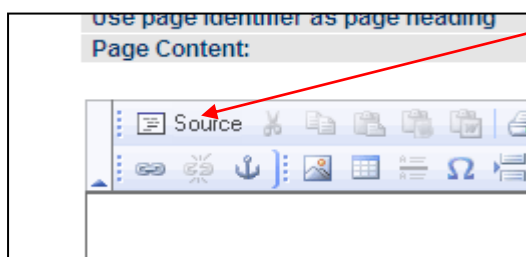
Tick **'Use page identifier as page heading'** to show this as the page name on the website
Add in the text to the content box

To embed images/videos and links into the page search the content (e.g. YouTube video)

Select **'Share'** and **'Embed'** and copy the code given (see below)



Return to the **Extra Page** screen in MyNetball and click on **'Source'**



Paste the copied link

Click the **'Source'** button again

To add an image click the **'Edit Image'** button and select the image

Select your preview/save options

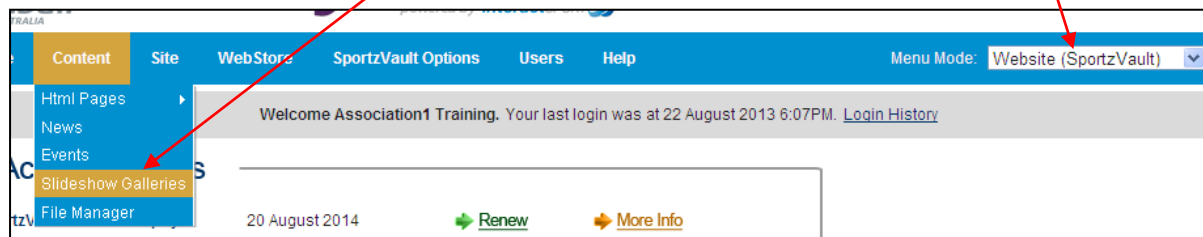
Click **'Save'** when complete

Repeat these steps for all your extra pages, then link these to your menu items created

Last Updated 23/08/2013

Slideshow Galleries

To add a Slideshow Gallery to your website, you must first ensure that you are in the **Website** menu mode, then click on either '**Slideshow Galleries**' under the '**Content**' menu tab.



When you have clicked on '**Slideshow Galleries**', you will be taken to the following page:

Slideshow Gallery Maintenance

[Help on this topic](#)

☐ Add New Slideshow Gallery

ID	Title	Description	Last Updated	# Slides			
3875	new photos		31 Jul 13 7:59PM	2	Edit	Delete	Preview

Total Records: 1

Click 'Add New Slideshow Gallery', this will take you to the following page:

Edit Slideshow Gallery

[Help on this topic](#)

[Back to Gallery Maintenance](#)

Title	<input type="text"/>	Edit HTML
Description (optional)	<input type="text"/>	
Gallery Type	<input checked="" type="radio"/> New Slideshow (shows thumbnails, captions, and allows navigation between slides) <input type="radio"/> Old Slideshow (shows thumbnails, captions, and allows navigation between slides) <input type="radio"/> Simple (arranges all slides on page and captions-if entered- underneath)	

Available Images

8FC_2122.jpg
Carla.jpg
logo.gif
Shailer Park Logo.jpg
Swifts.jpg

Chosen Images (Count:0)

Add ->

<- Remove

Move Up

Move Down

Preview Selected

Image List [Refresh List](#)

No records found

[Update Gallery](#)

Add a **Gallery Name**

Add a **Description** (optional)

Select your preferred **gallery type**

Select the **images** to add to the gallery group

When finished click '**Update Gallery**'

Add Slideshow / Image Gallery menu item (see page 17)

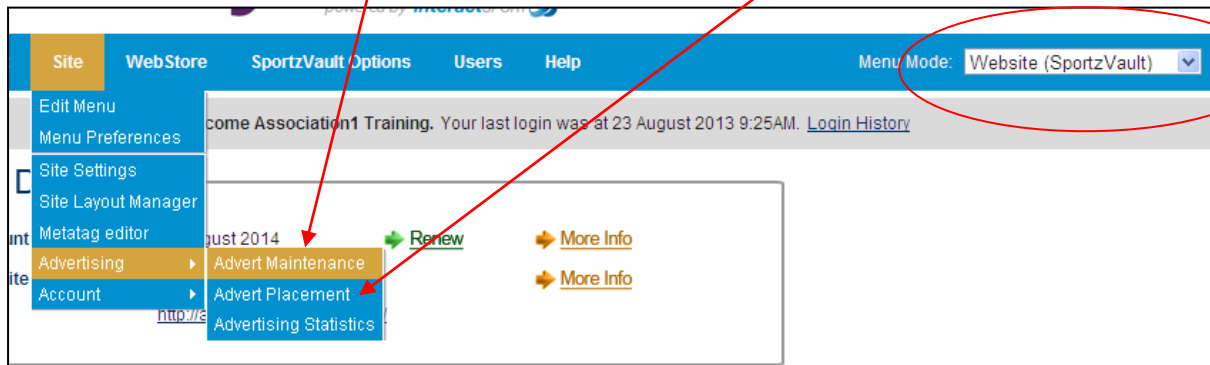
Add Gallery to this item

Click '**Publish to Website**' to make public

Adverts

Ensure all images are added to the image file you wish to use as an advert banner (see page 10).

To create and insert an advert, you must first ensure that you are in the **Website** menu mode then click on either '**Advertising Maintenance**' (to create) or '**Advert Placement**' (to place)



a. Creating the Advert

When you have clicked on '**Advert Maintenance**', you will be taken to the following screen:




Once here, you will need to click on '**Add New Advert**', this will take you to the following page:

Advert Detail Maintenance

[Help on this topic](#)

[Back to Advert Manager](#)

Advert Name:	<input type="text"/>
Ad Type:	<input checked="" type="radio"/> Banner <input type="radio"/> Text
Destination URL:	<input type="text"/>
Display URL: (max 35 Chars)	<input type="text"/>
URL Target:	<input type="text"/>
Banner File:	Select... 
Banner Image Alt Text:	<input type="text"/>
Text Ad Headline: (max 25 Chars)	<input type="text"/>
Text Ad Description: (max 70 characters)	<input type="text"/>

Here, you will need to insert the '**Advert Name**'

Select the '**Ad Type**'

Destination URL (optional) – this is used to create a hyperlink under the advert. Clicking the hyperlink will increment the click count for that ad and then take the user to the given URL

Display URL (optional) – This is used to display on the last line of text ads and also in the status bar of the web browser for all ad types

URL Target – if left blank clicking the ad will bring the subsequent page up in the current web browser. If set to something else (for example “_new”) then it is displayed in a separate web browser.

Select the **banner file** image if applicable

Add in **text** if applicable

Click '**Preview**' and '**Save Advert**' to complete

b. Placing the Advert

When you have clicked on '**Advert Placement**', you will be taken to the following page:

Advertising Placement [Help on this topic](#)

Maintenance
Placement
Statistics

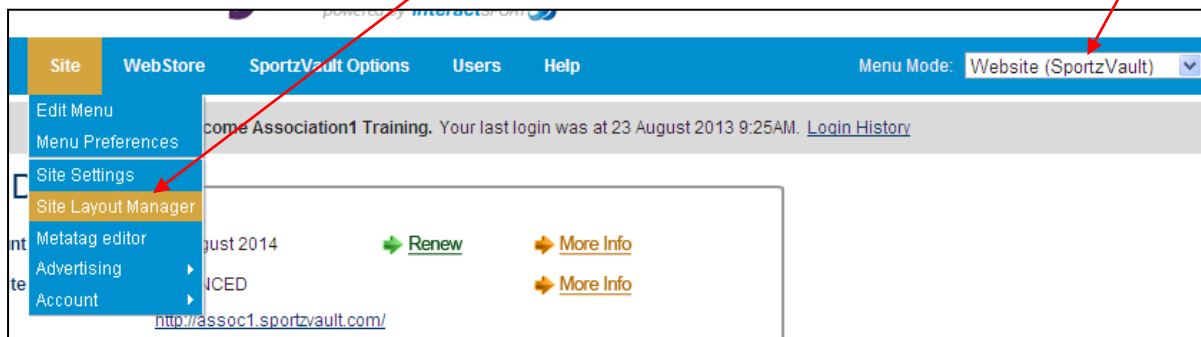
Note: When configuring an Advert widget within the Layout Manager use the applicable Advert Position Number within the table below.

Advert Position Number	Source	Advert Name	Ad Type	Last Updated	Actions	Preview
1	No advert				Edit	
2	Use SportzVault adverts				Edit	
3	Use SportzVault adverts				Edit	
4	Use SportzVault adverts				Edit	
5	Use SportzVault adverts				Edit	
6	No advert				Edit	
7	No advert				Edit	
8	Use SportzVault adverts				Edit	

The **Placement numbers** correlate to the order on the right hand side of the layout page
Once you have created your adverts (see previous page), click on '**Edit**' under the relevant position number and select the ad
You can also create ad placements when creating widgets

Editing Website Styles and Colours

To change the colours and styles of your website, you must first ensure that you are in the **'Website'** menu mode, then click on **'Site Layout Manager'**



When you have clicked on **'Site Layout Manager'** you will be taken to the following page:

Site Layout Management Help on this topic							
URL	Preview	Edit Menu	Template	Last Saved	Last Published	Edit	Publish
http://assoc1.sportzvault.com	Preview	Edit Menu	Home Page Layout	21 Aug 13 2:41PM	21 Aug 13 2:41PM	Edit	
			Non-home Page Layout	8 Aug 13 6:59PM	8 Aug 13 6:59PM	Edit	
			Site Styles	21 Aug 13 2:41PM	21 Aug 13 2:38PM	Edit	Publish

Design services

When you have navigated to this page, you will need to click on **'Edit'** on the **'Site Styles'** row

When you have clicked on **'Edit'**, you will be taken to the following page:

Styles Manager

[Help on this topic](#)

[Site Layout Manager](#)

[Save](#)
[Preview](#)
[Publish](#)

Site Colours

Primary Colour: ■ #800000

Secondary Colour: ■ #0099FF

Background

Background Colour: ■ #CCCCCC

Background Image: ☒ Existing None (1.24 MB of 25 MB used)

☐ New

Background Repeat: No Repeat

Menu

Item Padding: px

Text Size: pt

Text

Font Family: Verdana

Site Colours	Primary Colour	Sets the banner, menu and widget header background colours
	Secondary Colour	Sets the banner, menu, widget header text colour and menu hover colour
Background	Background Colour	Set the background colour
	Background Image	Sets an image in the background
	Background Repeat	Formats the background image
Menu	Item Padding	This is the space between the menu text and the border for each menu item (for more items set a smaller padding size)
	Text Size	The menu text font size
Text	Font Family	The font style used throughout the website